

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  TRANSIT OPERATIONS DEPARTMENT Bus Maintenance Division 2775 East Ponce de Leon Ave. Decatur, GA 30309		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed MAY 23 1980      80-288      JUN 18 1980	
4. Person to Contact Kathy Elkins		1. Application	2. Dept. Application No.
5. Working Title Information Systems Clerk		6. Telephone Number 373-3267	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1978      Present	9. Records Series Title (followed by title used in office, if different) Maintenance Fuel Cards for the Transit Management Information System (TMIS)		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  In the most economical and efficient manner, the Division of Bus Maintenance obtains maximum performance from rolling stock; utilizes maintenance facilities and shop equipment; promotes safety; assists in the procurement of new equipment and contracts for service; and assists with inventory control.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Collection of data for possible use for federal Section 15 reporting requirements.  Included are: Transit Management Information System (TMIS) Bus Fuel Cards (example attached)  File is arranged: By fiscal year, then by month, and thereunder by date.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>12</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>once</u> ; twenty-five months and older <u>rarely</u> ;			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers <u>10</u> ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Not presently; possibly in the future; also information may possibly</u>
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>be audited.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area; hold 7 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved Department Records Management Officer

Date

Approved Division Head/Designee

Date

Approved Department Head/Designee

Date

Approved Records Management Analyst

Date

Approved Legal Counsel

Date

Approved Division of Audit

Date

Approved Department of Archives and History

Date

Approved MARTA Management Advisory Committee

Date

Approved Department Records Management Officer	<u>Patti A. Nolan</u>	Date	<u>5/1/80</u>
Approved Division Head/Designee	<u>J. Huggins</u>	Date	<u>5-2-80</u>
Approved Department Head/Designee	<u>J. Huggins</u>	Date	<u>5/7/80</u>
Approved Records Management Analyst	<u>Regina H. Fendler</u>	Date	<u>5/9/80</u>
Approved Legal Counsel	<u>Wayne Crowder</u>	Date	<u>5/12/80</u>
Approved Division of Audit	<u>J. Barth</u>	Date	<u>5/15/80</u>
Approved Department of Archives and History	<u>AS</u>	Date	<u>6-18-80</u>
Approved MARTA Management Advisory Committee	<u>Conall Hart</u>	Date	<u>6-18-80</u>